



GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT

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STATE OF CALIFORNIA ♦ OFFICE OF GOVERNOR EDMUND G. BROWN JR.



# California Competes Tax Credit

## Phase IIB Application Guide

## Foreward

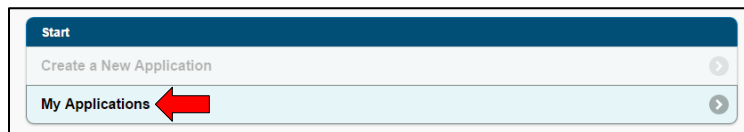
This guide is to be used as a reference for completing Phase IIB of the California Competes Tax Credit (CCTC) application process. Applicants should read this guide before starting and while completing Phase IIB.

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## I. Phase IIB Status

Log into the system at [www.calcompetes.ca.gov](http://www.calcompetes.ca.gov) and click on “My Applications”.



The applicant can now see the application has advanced to Phase IIB.



Click on the green “Phase IIB” tab and then click on the “Phase II” button located at the bottom of the screen to advance to the “Phase II Menu”.

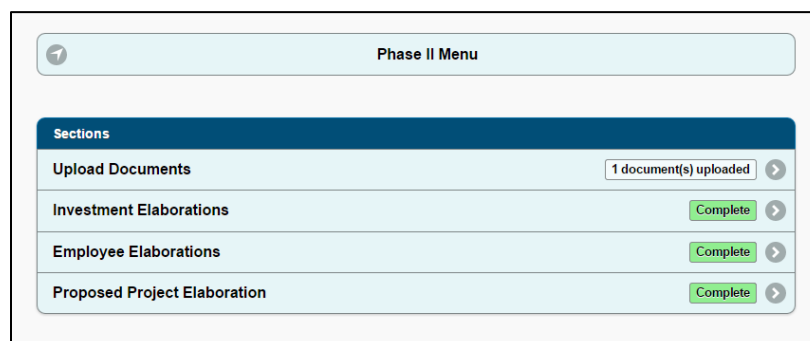


## II. Phase II Menu

Phase IIB consists of the following sections: Investment Elaborations, Employee Elaborations, and Proposed Project Elaboration. The “Upload Documents” tab is enabled to allow the applicant to include additional information requested by GO-Biz and letters of support if applicable.

Similar to Phase I of the application, as questions are answered within each section, the applicant may click the “Save” button at the bottom of the page to save progress. This action will update the Phase II Menu Page to show the section is “In Progress”.

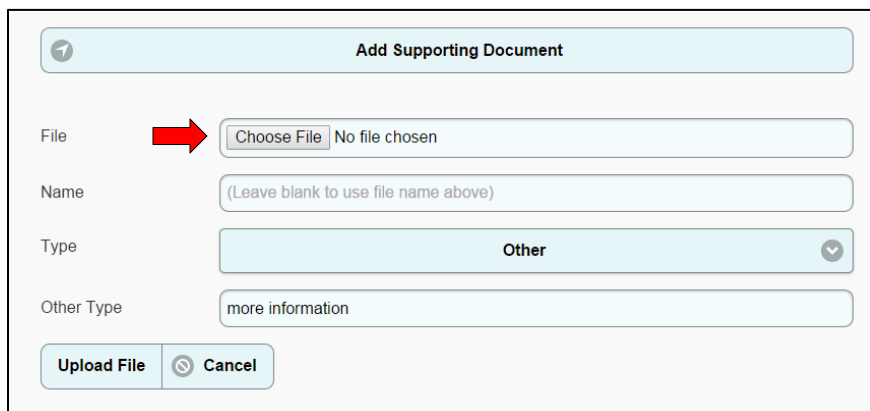
Once all the questions within a section have been answered, click the "Complete" button. All sections must be marked “Complete” before the application will be reviewed. Applicants can still make changes to sections marked complete up until the deadline to submit Phase IIB information.



**Note:** There is no “Submit” button for Phase IIB. The applicant will be contacted by GO-Biz if any clarification is needed.

### A. Upload Documents

To upload documents, the applicant can select the “Upload Documents” tab in the Phase II Menu. Then click “Add File” to begin the process. Select “Choose File” to locate the applicant’s file. Please note the file name should match the title of the document requested by GO-Biz.

The screenshot shows a web form titled "Add Supporting Document" with a light blue header bar. Below the header, there are four input fields: "File", "Name", "Type", and "Other Type". The "File" field has a red arrow pointing to a "Choose File" button, which is currently disabled and shows "No file chosen". The "Name" field has a placeholder text "(Leave blank to use file name above)". The "Type" field is a dropdown menu with "Other" selected. The "Other Type" field has a placeholder text "more information". At the bottom of the form, there are two buttons: "Upload File" and "Cancel".

Once the appropriate file is selected, click “Upload File” to add the document. The number of successful documents uploaded will be listed in the Phase II Menu home page. GO-Biz encourages the applicant to verify this number with their records.

### B. Investment Elaborations

In Phase I, the applicant was required to list the total amount of investments that would be made in California for its current taxable year and the subsequent four taxable years. In this section, GO-Biz requests additional information on the investment type, if it will be purchased or leased, the tax year in which the investment will occur, and the project location where each investment type will be utilized. This section only applies to applicants that listed amounts in the Phase I “Investment” section.

To add an investment description click on “Add Investment Elaboration”.

The screenshot displays the 'Investment Elaborations' interface. At the top, there is a header bar with a back arrow and the title 'Investment Elaborations'. Below this is a table listing three investment entries:

Investment Elaborations	
<b>2015 - General Manufacturing Equipment</b> Purchase Anonymous	\$100,000 >
<b>2016 - Cars, Trucks, and Fleet Vehicles</b> Purchase Anonymous	\$75,000 >
<b>2018 - Computer Equipment</b> Lease Anonymous	\$300 >

Below the table, the following summary information is provided:

- Aggregate Investment from Phase I Investment Section **\$175,000**
- Total for Elaborations **\$175,300 (100.17%)**
- Remaining Investment to be Elaborated - **\$0**

At the bottom of the form, there are three buttons: 'Add Investment Elaboration' (highlighted with a red arrow), 'Complete', and 'Cancel'. A 'Return to Phase II Menu' button is also present.

The applicant’s total amount of investments will be tracked along the bottom of the page. The applicant will not be able to complete this section unless all “Remaining Investments to be Elaborated” are accounted for.

**Note:** If the amount of investments provided by the applicant in Phase I is reduced by more than five percent during Phase IIB, GO-Biz may reject the application.

### C. Employee Elaborations

In Phase I, the applicant was required to list the total number of new full-time employees that will be hired in California for its current taxable year and the subsequent four taxable years. In this section, GO-Biz requests additional information on the employee classification types (e.g., attorney, driver, custodian, etc.), job descriptions, salaries and benefit packages. This section only applies to applicants that indicated it will hire full-time employees in the Phase I “Employees” section.


To add an employee description for each classification click on “Add Employee Classification”.

Full-time employees to be hired from Phase I Employees Section	
2014 Tax Year	0
2015 Tax Year	3
2016 Tax Year	1
2017 Tax Year	0
2018 Tax Year	0
Total	4

Employee Classifications	
Accountant	1
Drivers	3
Total	4 (100 %)

Remaining number of full-time employees to be added: 0

[+ Add Employee Classification](#) 

[Complete](#) [Cancel](#) [Return to Phase II Menu](#)

The applicant’s total full-time employees for the employee classifications added will be tracked along the bottom of the page. The applicant will not be able to complete this section unless all “Remaining Number of Full-Time Employees to be Added” are accounted for.

**Note:** If the number of full-time employees provided by the applicant in Phase I is reduced by more than five percent during Phase IIB, GO-Biz may reject the application.

#### D. Proposed Project Elaboration

In Phase I, the applicant was required describe the proposed project that is the basis of the request for the CCTC. In this section, GO-Biz requests additional information on how the CCTC will incentivize the applicant to achieve the proposed growth/retention, the economic and strategic importance to the state, and the source(s) of financing.

**Note:** Each question allows for 5,000 characters, including letters, numbers, spaces, and punctuation.

### III. Additional Assistance

If any additional assistance is needed, please email [CalCompetes@gov.ca.gov](mailto:CalCompetes@gov.ca.gov) or call 916-322-4051.